

Inspection Program

1. Each battalion is required to be inspected at least annually. The unit inspection may be conducted as part of a Command Inspection Program (CIP) or may be conducted by the local ASAP. The inspection report will be maintained by the battalion prevention leader and the DTC. **For those units earning a RED rating, a remedial action plan will be required for the ASAP.**

2. The inspection should include the following:

- a. Observed unit collection
- b. Temporary urine storage area
- c. Storage area for collection supplies
- d. Prevention education class requirements (4 hours per year)
- e. Required regulations, SOPs, appointment orders, and files
 - AR 600-85 Army Substance Abuse Program
 - FGGM 210-65
 - ACSAP UPL Handbook
 - SOP for the Military Urinalysis Drug Testing Program
 - Unit Substance Abuse Program (USAP) SOP signed by the current commander
- f. Any additional installation requirements such as bulletin boards and UPP.

ASAP Unit Assistance Visit Checklist

Unit _____ Date _____ UPL Phone _____

Commander _____ 1SG _____ Unit Strength _____

Primary UPL _____ Alternate UPL _____

Pre-Collection Procedures

	YES	NO	
1.	2	0	Did the Commander or designated representative determine personnel to be tested ?
2.	2	0	Did the Commander or designated representative ensure personnel are available for testing within 2 hours of notification?
3.			Were all personnel selected for testing given:
	1	0	a. The CDR briefing by the CDR or designated representative?
	1	0	b. The UPL briefing ?
4.	2	0	Did the Commander or designated representative select an adequate location for testing?
5.			Did the UPL properly brief the observers?
	1	0	a. Verbally to include demonstration
	1	0	b. In writing and have them sign the Observer's Memorandum
6.	2	0	Is there an adequate holding area supervised by an NCO/Officer (E- 5 or above)?
7.	2	0	Did the UPL inspect the latrine and remove all required items (bleach, cleansing powder, etc.)?
8.	2	0	Did the UPL, place the latrine off limits prior to the collection?

Pre-Collection points _____ /16

ASAP Unit Assistance Visit Checklist

Military Collection Procedures

TO BE LEGALLY DEFENSIBLE, THE COLLECTION PROCEDURES MUST BE FOLLOWED AS WRITTEN AND IN ORDER! The following three tasks, if performed, are considered critical and will result in a collection procedure score of ZERO:

1. Giving the donor an unlabeled bottle to take to the latrine.
2. Performing a collection without observers.
3. Allowing an observer to touch the bottle and/or initial the bottle label.

Questions 1 – 10 in this section must be performed prior to specimen collection.

	YES	NO	
1.	2	0	Did the donor provide his/her ID card to the UPL or other identification per local SOP?
2.	2	0	Did the donor remove excess outer garments (ACU jacket, coats etc.)
3.			Did the UPL label the urine specimen bottles with:
	1	0	a. Date YYYYMMDD
	1	0	b. Base Area Code
	1	0	c. Donor's SSN from donor's ID card or other identification per local SOP
4.			Did the UPL initiate and record the appropriate information on the DD Form 2624 and unit ledger ?
	1	0	a. Block 1 of DD Form 2624 Submitting Unit
	1	0	b. Block 2 of DD Form 2624 Additional Service Information
	1	0	c. Donor's SSN (taken from ID card or other identification per local SOP)
	1	0	d. Test Basis
	1	0	e. Test Information
	1	0	f. Collection Date
	1	0	g. Batch Number
	1	0	h. Base Area Code
	1	0	i. Unit Identification Code
5.			Does the UPL maintain a urinalysis ledger documenting the following:
	1	0	a. Donor's Name
	1	0	b. Donor's Signature
	1	0	c. Donor's SSN (taken from ID card or other identification per local SOP)

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	YES	NO	
	1	0	d. Date
	1	0	e. Specimen and Batch Number
	1	0	f. Name and Signature of Observer who is assigned to the donor .
	1	0	g. Donor's Rank
	1	0	h. Test Basis
6.	2	0	Did the UPL record any unusual circumstances or know how to correctly record (i.e. no ID card, identification verified by 1SG, short sample etc.) in the remarks section of the unit ledger?
7.	2	0	Did both the UPL and donor verify the information on the bottle label, unit ledger and DD Form 2624 before soldier initial bottle label?
8.	2	0	Did the UPL distribute the labeled bottle to the donor in the presence of the observer?
9.	2	0	Did the observer walk behind the donor to the latrine while the donor carried the specimen bottle above his/her shoulder?
10.	2	0	Did the observer direct the donor to wash his/her hands with water only <u>prior to providing a specimen?</u>
11.	2	0	Did the observer directly observe the donor urinating from the body in the specimen bottle and place the cap on the bottle?
	OR		When the optional wide mouth specimen collection container is used by the female donor, did the observer directly observe the donor urinating from the body into the collection container and ensure that the urine was poured into the approved urine specimen bottle and tightly capped by the donor providing the specimen?(Female Donor)
12.	2	0	Did the observer walk behind the donor back to the UPL desk while the donor carried the specimen bottle above his/her shoulder?
13.	2	0	Did the observer and the donor maintain visual contact of the specimen bottle until it was sealed with tamper evident tape and initialed by the UPL?

ASAP Unit Assistance Visit Checklist

	YES	NO	
14.	2	0	Did the UPL seal the specimen bottle with tamper evident tape as one continuous piece that touched the bottle label on both <u>sides in the presence of the soldier</u> ?
15.	2	0	Did the UPL initial the bottle label ensuring the specimen was acceptable and acknowledging receipt of the specimen in the presence of the donor?
16.	2	0	Did the observer sign the unit ledger in front of both the UPL and donor verifying he/she complied with the collection process and directly observed the donor provide the specimen?
17.	2	0	Did the donor sign the unit ledger in front of both the observer and UPL verifying that he/she provided the urine specimen and observed the specimen being sealed with tamper evident tape and placed in the collection box?
18.	2	0	Did UPL return ID card and release donor from testing?
19.			Did the UPL perform a quality control check of the specimen bottles, unit ledgers and the DD Forms 2624?
	1	0	a. By verifying that the SSNs on the specimen bottle, DD Form 2624, and Unit Ledger match ?
	1	0	b. Verifying that each specimen bottle contains two sets of initials ?
	1	0	c. That the tamper evident tape is properly applied and intact?
20.	1	0	Did the UPL transport to the Drug Testing Collection Point as soon as possible?

Military Collection Procedures points: _____/54

ASAP Unit Assistance Visit Checklist

Additional Collection Requirements

	YES	NO	
1.			Were all required Regulations, SOPs, etc. available at the site?
	1	0	a. Current Unit SOP or policy letter signed by the current commander: date_____
	2	0	b Current AR 600-85 Army Substance Abuse Program
	1	0	c. ACSAP UPL Handbook
	1	0	d. FGGM Reg 210-65 Alcoholic Beverages Consumption
	1	0	e. SOP for the Military Urinalysis Drug Testing Program
2.	1	0	Did the unit SOP contain step by step specific instructions on how to conduct a collection?
3.	1	0	Did the unit SOP state how primary and alternate random selection was performed?
4.	1	0	Did the unit SOP provide guidance for collection of specimens from personnel not available for testing ?
5.			Did the SOP cover hard to handle incidents such as:
	1	0	a. Individuals who cannot urinate .
	1	0	b. Tampering with or adulteration of specimens.
	1	0	c. Bottles that do not contain the minimum amount of specimen.
	1	0	d. Specimen spills and proper disposal of waste .
	1	0	e. How to correct errors on the label, DD Form 2624, and unit ledger
	1	0	f. What to do about soldiers that do not have their ID card with them
6.	1	0	Was the UPL using the DTP ?
7.	2	0	Did the UPL wear disposable rubber gloves on both hands at all times?
8.	2	0	Did the UPL ensure that NO eating, drinking, smoking, applying cosmetics, or chewing tobacco occurred in the collection area ?
9.	1	0	Was the unit incorporating “Smart Testing” ?
	YES	NO	

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|-----|---|---|---|
| 10. | 1 | 0 | Did the UPL/observer clean up the area with a disinfectant after the collection? |
| 11. | 1 | 0 | Was storage IAW AR 600-85? (500lbs, lockable room, metal, etc.) |
| 12. | 1 | 0 | Were storage openings and closings recorded on an SF 702? |
| 13. | 1 | 0 | Were files maintained IAW AR 25-400-2 Army Records information Management System (ARIMS)? |
| 14. | 1 | 0 | Did the UPL maintain a bulletin board? |
| 15. | | | Were UPL: |
| | 1 | 0 | On appointment orders signed by current commander? |
| | 1 | 0 | Holding a DA certification card? |
| 16. | 2 | 0 | Is prevention education class requirements on target for each soldier to receive 1 hour of training per quarter? (4 hours per year for military) |

Additional Collection Requirements points: _____/30

Pre-Collection Procedures Total	_____/16
Collection Procedure Total	_____/54
Additional Requirements Total	_____/30
 TOTAL	 _____

Rating
 90 - 100 Green
 75 - 89 Amber
 Less than 75 Red

*** For those units earning a RED rating, a remedial action plan will be required by the ASAP.**